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N 50-78

OCI NOTICE
NO. 50-78

OPERATIONS
15 April 1966

OFFICE OF CURRENT INTELLIGENCE

PROCEDURES FOR PRODUCING THE SIG WEEKLY

I. Responsible Officers

A. Planning.

The D/OCI, in consultation with his immediate Staff and Area Chiefs, makes the original determination of what subjects will be treated in the SIG Weekly.

B. Production of Drafts.

1. Area Chiefs are responsible for the form and substance of draft articles. Drafts should be fully PA-ed, and the necessary surgery performed to bring them down to the desired length (1. page, single spaced) before they are released from the Areas.

2. Area Chiefs will ensure that all drafts are coordinated with ONE and DDP.

3. Area Chiefs are also responsible for deciding whether graphics are necessary for items they are producing and for ensuring that the requisite liaison between the author and the Graphics shop is under way early enough to ensure adequate graphics support.

4. Area Chiefs or their designated analysts are responsible for determining that the drafts are still current when they go to press.

5. Area Chiefs will advise the D/OCI as to the desirability of withdrawing any item at any stage of production or of adding new subjects for late treatment. On weekends, the D/OCI duty officer acts for the D/OCI on these matters.

GROUP 1
Excluded from automatic
downgrading and
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C. Review.

The D/OCI weekend duty officer is responsible for reviewing the SIG Weekly drafts and determining that they are ready to be printed. The duty officer also decides whether to withdraw items or to add new ones.

D. Mechanics of Production.

1. The DCI Briefing Officer who has the weekend duty oversees the actual mechanics of production and serves as secretary for the SIG Weekly. Actions, problems, or queries concerning the SIG Weekly should be handled initially with the Briefer.

2. The Briefer should be aware of any redrafting that is being done and should keep the D/OCI weekend duty officer informed of the same, as well as of any other problems that have arisen in connection with the Weekly.

3. The Briefer reviews the graphics for suitability and accuracy and inspects the mats to make certain that no typos, errors in pagination, or other gross printing blunders appear in the final copy.

II. Schedule and Deadlines.

A. Wednesday - D/OCI Planning Meeting.

B. Friday.

1. By Friday morning at the latest, the Briefer should be informed by responsible Area personnel of all graphics under way for the Weekly.

2. By COB, drafts coordinated with ONE and DDP are delivered to the Briefer (7G25, Tube DZ-1).

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3. An original and two copies should be sent to the Briefer. Drafts should contain the name of the responsible officer (analyst, branch or division chief, whoever wants to be contacted in time of troubles). If COMINT is used, a separate annex should be written.

C. Saturday.

1. The Briefer delivers the drafts to the D/OCI Duty Officer, who reviews and returns them.

2. The Briefer will, if possible, have changes in the draft requested by the D/OCI Duty Officer made immediately by personnel on duty.

D. Monday.

1. The Briefer will see to it that changes in the draft are cleared or made by 1000.

2. Late articles or redrafts will be delivered to the Briefer by 1000.

3. Drafts are again reviewed by the D/OCI Weekend Duty Officer.

4. Final drafts are consigned to the Production Staff [REDACTED] by 1200.

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5. [REDACTED] delivers the mats to the Briefer for final inspection and takes them back for transmission to the print shop.

6. Printing is completed by 1430 and the book delivered to the subscriber by COB.

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E. DREXEL GODFREY, JR.
Director of Current Intelligence

Distribution: C

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